

MID-ATLANTIC REGION OFFICIAL MAIL BULLETIN

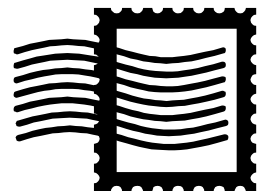
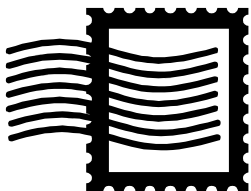
ISSUE # 28

AUG 2001



This bulletin is published by Regional Navy Mail Center, Fleet Industrial Supply Center, Norfolk VA. It is intended as a means to provide pertinent information about policies and procedures for preparing and distributing Official Mail & Material. Any questions concerning the information in this publication can be directed to Steve Murray, Director Of Postal Operations.

COMM: (757) 444-7203/7437 Ext 13 FAX: (757) 444-9796 E-mail: steve_j_murray@nor.fisc.navy.mil



Mid Atlantic Region Official Mail Bulletin
Issue# 28 **Aug 2001**

Note From the Director

Mr Eyzaguirre is now on board and is getting his feet wet. You should be hearing more from him in the future. We are into another 4th quarter and fast approaching the end of another fiscal year. We will be providing an interim expense report to all of our reimbursable customers by the first week of September, use it to either provide additional funds or request a refund.

Note From the Deputy Director

It is a great pleasure for me to become part of FISC, Navy Region Mid-Atlantic family, and have the opportunity to work with you all. I will try to do my best to help the already smooth operations of the RNMC. This past June, I reported for duty at the Norfolk RNMC as the new Deputy Director of Mail Operations. I arrived from Europe where I served as Regional Postal Director for the Army Postal Operations Directorate. My duties were to provide technical advice to Postal Commanders, and Postal Officers; creation and preparation of contingency postal units for deployments in support of armed forces in Europe and Africa; enforce and monitoring USPS and military postal regulations through the Army post offices in Europe; I was responsible for the training and preparation of active, and reserve Army postal platoons for deployment to the Balkans (Bosnia, Albania, Kosovo); I spent 19 years in support of Army Postal Europe.

Also, I want to encourage all official postal activities to submit items of interest for publication in the Mid-Atlantic Official Mail Bulletin. Send your entries or comments via Email to Mr. Murray or myself tony_eyzaguirre@nor.fisc.navy.mil. (RNMC reserves the right to edit articles for publication.)

New Phone System

Regional Navy Mail Center has recently implemented a new phone answering system. All calls are now answered by a central system and your call will be directed to an office or person. Here is the menu you will encounter when calling:

Mr. Murray, Director Postal Operations

Ext 13

Mr. Eyzaguirre, Deputy Director Operations	Ext 11
PCC Lilly, Fleet Services and LCPO	Ext 12
Mr. Peralta, Official Mail Supervisor	Ext 16
PC1 Green, Production Supervisor	Ext 20
Mr. Mattson, Printing and Contractor Serv	Ext 23
PC1 Johnson, Division Leading Petty Officer	Ext 27
PC2 Seagraves, Training Supv	Ext 25
PC2 Combs, Accountable Mail Supv	Ext 18
Ms. Gonsalves, Administrative Support	Ext 10
All other Inquiries	Ext 10

Building Renovations

Commencing in September 2001, contractors will start the final renovations to the Regional Navy Mail Center Bldg U132, Naval Station. These renovations will take approximately 6 months, and when complete allow for the U.S. Postal Services and RNMC branch office in W313 and N26 to consolidate to Bldg U132. During the renovations some disruptions of service may occur. We are going to try and keep them to a minimum, and will be publishing pertinent information to all our customers as they come up. Please bear with us as we work to make our service to you better.

Luncheon

Our first luncheon at the Longbranch Steakhouse was a success, so we are having another one on the 24th of October. See the advertisement and get your reservations in early.

Something New

At the luncheon in October we will be starting a new feature. We will be giving out our first "Official Mail Manager" of the quarter award to one of our serviced activities official mail managers. This is our small way of recognizing the effort that our mail managers put in to insure the mail service is really working. Come to the luncheon and find out who our first winner will be.

Upcoming Battle Group

For those ships preparing to depart with the next battle group, insure that your request for issuance of an official mail postage meter is submitted at least two weeks prior to the date of your departure.

RNMC will conduct a one hour training session for battle group administrative personnel in official mail procedures, consolidation and other mailing tips. Ships will be notified of the time and date.

Make sure you are on line for us to do your Ombudsman, Family Grams, and other Newsletters while you are deployed. Contact Mr. Mattson at 444-9126 if you need additional information.

FPO Addresses

Commands that are officially assigned an FPO address by the Chief of Naval Operations may not use a geographical address (street address) to receive mail. Regional Navy Mail Center will not recognize a non-authorized mailing address either on incoming mail or as the return address on outgoing official mail.

Official Mail Managers

We recently sent out letters asking many of you to verify and/or correct your official mail managers appointments. Many thanks to the response received.

Naval Security Group Northwest

NSGA Northwest is due to be disestablished on 30 September 2001. The facility will be under the responsibility of Commander Navy Region Mid-Atlantic. Regional Navy Mail Center will assume duties of providing official mail services for the remaining tenant commands.

New Service

We just recently added Naval Shipbuilding & Repair Office (SUPSHIPS) Newport News to our daily messenger service. This allows us to not only provide area service to SUPHIPS, but to also service Navy vessels while they are in the shipyard at Newport News. Please annotate your records to reflect this new service.

SNDL UPDATES

Recent review of the Standard Navy Distribution List (SNDL) indicates that several local area commands have not provided their correct mailing addresses to the SNDL. RNMC has mailed

individual letters to many requesting they provide the updates. It is important that you keep your mailing addresses up to date because people use these addresses to create mailing lists for distribution of mail and other material. Incorrect addresses delay and can even prevent the delivery of information to your command.

POC for SNDL updates is CNO (N09B16) at DSN 325-6512 or COMM (202) 685-6512. The mailing address is:

CHIEF OF NAVAL OPERATIONS (N09B16)
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

You can also e-mail changes to: vansickle.mike@hg.navy.mil

RSVP Cards

All shore commands, ships and squadrons supported by the Regional Navy Mail Center must comply with the regulations for preparing RSVP cards for change of command and/or retirement ceremonies. The Mail Center will not place actual postage stamps on these cards prior to being placed within the invitation package. Official mail managers are responsible for ensuring that the preparation of these items is in compliance with existing regulations.

Barracks Mail

We continue to receive a large volume of mail addressed directly to individual barracks. Sailors using their barracks as a mailing address are only delaying the receipt or insuring that it does not get delivered at all. The Navy does not provide mail service to individual barracks. Personnel living in barracks must use their work address to receive personal mail. All mail addressed to barracks will be 'returned to sender'. Please inform your sailors of their correct mailing address to receive personal mail.

National Postal Forum

The fall National Postal Forum will be held in Denver, Colorado 14-17 October 2001. If you are interested in going contact the Forum at www.NPF.org or call (703) 218-5015.

Navy Mail Center Personnel

As the year comes to a close, we will be seeing some major changes in RNMC personnel. The following military personnel have orders and will be leaving us before the year is over. They represent a great deal of corporate knowledge and with their departure will go a wealth of experience. We want to wish them well at their new duty stations.

PCC Charles Lilly - Leading Chief
PC2 Michael Hendricks - Training
PC2 Kenneth Norman - Message Service

Moving

On 1 October 2001, the Human Resources Office (HRO) Norfolk will relocate from Bldg SP129 to BLDG N26. For those of us who have been around awhile, they are actually returning home. Their new address will be as follows:

Human Resource Office
1530 Gilbert St Ste 2300
Norfolk VA 23511-2734

New Mail Managers

Welcome the following new command official mail managers listed below. Keep abreast of events by visiting our web page, and attending our quarterly meetings. If you have questions, give us a call any time.

<u>Name</u>	<u>Command</u>
Lt David Brownell	COMNAVSURFLANT
LTJG Samuel Lewis	USS Monterey
YNC Omar Hair	COMNAVSUBLANT
YNC Robin Rice	CINCLANTFLT
YNC Eddie Phillips	VAW-125
CDR Angela Cyrus	INSURVLANT
YNC Daniel Vanermen	Strike Fighter WPNS School
Dorthy Ross	PSD Det Oceana
YNCS Corey Doe	Fleet Info Warfare Ctr
Nancy Nixon	Family Advocacy Lcreek
HMC Kari Jackson	Fleet Surgical Team 6
DTC Robbie Kivley	Branch Dental Lcreek
NCCS James Steverson	Naval Leader Training Unit
PNC Robin Burns	2 nd Naval Construction Brigade
Laura Buckley	TAGOS Proj Office

LT Norman Concha
YN1 Alva Johnson
CAPT Susannna Cooper
LTJG Joseph Hayes
BMCS Mark Miles
YN1 Brenda Beasley
LGJG Donald Johnson
Sheilia Benns
Kevin Jones
YNCM Linda Dennehy
Louis Bodie
Matena Crouch
Delores Fowler
OSC J. D. Mchann
YNC Stephen Perry
YN1 Sam Hale
Maureen Villari
LT John Santos
PN1 Paula Brewton
YNC Barry Matney
YNCS Jamie Campbell
YNC Rodney Elish
YNC Leo Washington
Jeff Brackett
D. Haislip
Irish Jordan
YNC Richard Maye
David Smith
YNC Jerry Tate
Hazel Ennis
YNC Patricia Hill
YN2 James Johnson
HMC Christian Sanchez
MS1 Vernon Babb
Maj Wanda Chapman
MMCS Richard Graves
PNC David Beningo
CW04 Kathleen Zavada
Linda Bing
HMC Christian Sanchez
PNCS Robert Higdon
LT Zina Rawlings
LT M.R. Love

TACRON 21
TACRON 22
EWTGLANT
USS PORTLAND
AFDL 6
USS Grapple
Afloat Training Group
NCTAMS Hampton Roads
Field Examination Group CLF
COMCARGRU 4
NAS Oceana Air Det NORVA
NALC/DTTS
AMMOLANT
NCTS Det 2
Submarine Support Unit
SUBRON 6
FOSSAC
USS Barry
VF11
CVW 7
VFA 136
VFA 106
CVW 17
NCIS Ocean
IT Support OCEANA
RSO Ocean
VF102
ROICC Oceana
Strike-Fighter Wing
DEFCONSTORE OCEANA
VF 105
SUBLANTREP NNSY
Branch Medical DNeck
CBH DNeck
Joint Forces Intell
EODMOBILUNIT2 YKT
PSD Customer Serv DNeck
Tactical Training Group
Family Support Ctr Oceana
Branch Medical DNeck
USS Peterson
Fleet Area Control
Naval Beach Group 2

REGIONAL NAVY MAIL CENTER

MESSENGER SERVICE

Come rain, snow, sleet, whatever, the mail must move. These are the folks that keep that mail moving. From Cheatham Annex in Williamsburg to Norfolk Naval Shipyard, they are on the road every day picking up and delivering your mail. If you see one of them, a simple 'thanks' will suffice.



PC3 Eddinger, Edward Banks, Kenny Craig, PCSN Tate, Don Hill,
PC2 Allison, PC2 Norman

Official Mail Manager's Luncheon

Place: LONGBRANCH STEAKHOUSE
4752 Virginia Beach Blvd (between Independence &
VIRGINIA BEACH VA 23462 Witchduck Rd.)
Phone: 499-4428

Date: Wednesday October 24, 2001

Time: 1130-1330

MENU

*Prices start at \$3.95
See attached lunch menu.*

**Only the first 40 people are guaranteed a seat. Get your
reservation in early.**

You can fax, mail or E-mail your reservation

Name _____ Phone # _____
Command _____ E-mail _____

**I will / will not attend the luncheon.
(circle one)**

RESERVATIONS MUST BE IN BY COB 22 OCTOBER

RETURN TO: STEVE MURRAY
REGIONAL NAVY MAIL CENTER
9225 THIRD AVE
NORFOLK VA 23511-2324
FAX 444-9796
E-mail steve_j_murray@nor.fisc.navy.mil

LONG BRANCH STEAKHOUSE

LUNCH SPECIALS
AVAILABLE MON - FRI 11 AM - 4 PM

\$3.95
 CHEESEBURGER
TUNA BLT
SOUP AND HALF SANDWICH
TURKEY SANDWICH
BLT
HAM AND CHEESE SANDWICH

\$4.25
CHICKEN SALAD SANDWICH
FRIED CHICKEN SANDWICH
GRILLED CHICKEN SANDWICH

\$4.50
BATTER DIPPED FISH SANDWICH
BEEF BBQ SANDWICH
PORK BBQ SANDWICH

\$4.95
GRILLED CHICKEN PITA
GRILLED STEAK PITA
SOUTHWEST CHICKEN PITA
SOUTHWEST STEAK PITA
GARDENBURGER
FRENCH DIP SANDWICH
BLACKENED TUNA SANDWICH
PHILLY CHEESE STEAK
OPEN FACED TURKEY SANDWICH
STEAK SALAD
BLACKENED TUNA SALAD
GRILLED CHICKEN SALAD
CRAB CAKE SANDWICH
FRIED CHICKEN SALAD

4752 VIRGINIA BEACH BLVD

FEEDBACK

The most important form of communication is that between two people who can both talk **and** listen. We utilize the Quarterly Bulletin to **talk to you**. We hope you will use this form (or any other method you prefer) to talk to us. We need your input in order to evaluate our service and performance. You have to tell us ways we can improve, or suggest services you think might be beneficial. Use this opportunity to **talk to us**. We also appreciate an occasional "good job", if it is warranted.

1. Is the RNMC Bulletin informative? ____ Yes ____ No
2. Is the information useful and practical? ____ Yes ____ No
3. Are RNMC employees courteous & helpful? ____ Yes ____ No
4. Are RNMC employees professional? ____ Yes ____ No
5. Have you visited the RNMC web site? ____ Yes ____ No
(www.nor.fisc.navy.mil)
6. If yes, was it useful and easy to navigate? ____ Yes ____ No
7. When calling the Mail Center, are your questions answered promptly? ____Yes ____No
8. Is the Mail Orderly Training provided by RNMC sufficient?
____Yes ____No
9. How would you categorize the service provided to you by the
Regional Navy Mail Center.

____ Excellent ____ Above Average ____ Average
____ Below Average ____ Unacceptable

If you marked below average or unacceptable, please tell us why.

10. How would you categorize the service provided to you by the
U.S. Postal Service?

____ Excellent ____ Above Average ____ Average
____ Below Average ____ Unacceptable

If you marked below average unacceptable, please tell us why, and we will bring these items to the attention of the U.S. Post Office.

11. Other comments/suggestions:

Please provide the following information:

Name _____

Official Mail Manager _____

Command _____

Telephone number _____

OMM E-mail Address _____

RETURN TO:

Commanding Officer
Fleet and Industrial Supply Center
(Code 308)
1968 Gilbert St Ste 600
Norfolk VA 23511